

Business Analyst

Summary: This position will be required to manage multiple work streams, possibly supporting several agency initiatives simultaneously. The Business Analyst will serve as a liaison between business stakeholders and IT personnel to effectively facilitate an understanding of how people, processes, and technology interact to support a technology solution. This person will facilitate structured meetings with stakeholders to analyze and document agency's current business processes using modeling tools. They will evaluate current business processes and work with agency staff to streamline business processes and present suggestions to agency senior management for improvements. The candidate will develop strong requirements from the future state processes for use in competitive procurements for business solutions.

Required Experience:

- Provide Business Process Improvement methodology and templates to document “As Is” and “To Be” process flows.
- Help facilitate business involvement and ownership of developing the new/future business process requirements.; documentation and or review of requirements / user stories / use cases
- Work with technical staff to develop solution requirements.
- Create written meeting documentation for verification by subject matter experts and business process owners.
- Utilizing future business process flows, help facilitate development of business solutions to address business objectives with Agency sponsors and executive team. Provide methodology for developing strong and descriptive requirements. Develop detailed requirements that may be included in a request for proposals (RFP) or request for qualifications (RFQ).
- Work with vendor staff to transfer business processes and technical requirements into a structured design format so that developers can produce business applications; review vendor’s work products.
- Using requirements, help develop / review test scenarios for application testers to then be expanded by business testers; facilitate / coordinate User Acceptance Testing
- Communication and presentation skills, both verbal and written interactions with staff, executive management, and vendors
- Must have a B.S. in IT or related field
- Must have at least 10 years’ experience in the systems development life cycle and business process analysis and design
- Must have at least 5 years’ experience in business process and solution requirements modeling tools

Preferred Experience:

- MBA or Master’s Degree
- Experience working in the governmental sector (local, state, or federal)
- Experience working with Agile software development methods
- Certification in the one of the following: Certified Business Analyst Professional (CBAP), Professional Business Analyst (PMI-PBA), Project Management Professional (PMP), Lean Six Sigma, Business Process Management (BPM).

Please submit your resume to Trena Maynard at trena.maynard@tn.gov .